

CHIEF, CORRECTIONAL CASE RECORDS SERVICES

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 15th and 17th, 2006

Collective Bargaining Identification: MO1

Job Analysis Conducted By: Lisa D. John, Associate Personnel Analyst
Department of Corrections and Rehabilitation

Number of Incumbents: There is 1 incumbent in this classification
per Department of Corrections & Rehabilitation
Filled/Vacant Position Report dated April 4, 2006.

Names of the Subject Matter Expert(s) and their background:

JANET RODRIGUEZ, CHIEF, CORRECTIONAL CASE RECORDS SERVICES, DIVISION OF INSTITUTIONS

Janet has been with the Department of Corrections and Rehabilitation for over 27 years. She is currently a Chief, Correctional Case Records Services at Division of Institutions. She was previously a Correctional Case Records Administrator for over 8 years with the CDCR.

SHIRLEY R. STILES, CHIEF (A), FIELD OPERATIONS, DIVISION OF INSTITUTIONS

Shirley has been with the Department of Corrections and Rehabilitation for over 18 years. She is currently acting in the Chief, Field Operations at Division of Institutions for over 5 months with the CDCR.

CHIEF, CORRECTIONAL CASE RECORDS SERVICES INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California class specification